

School of Economics

Service Role Position Descriptions

Version 2: December 2019

Contents

Academic Integrity Officer.....	4
Admissions and International Partnerships Advisor	5
Admissions and International Partnerships Lead	7
Advancement Officer	9
American Economic Association (AEA) Selection Panel Member.....	10
Behavioural and Economics Science Cluster (BESC) Director.....	11
Centre for Efficiency and Productivity Analysis (CEPA) Director.....	12
Chair of the Tutor and Peer Assisted Study Sessions (PASS) Selection Panel	13
Chair of Visitors Committee	16
Course Credit Officer	17
Deputy Director of Research	18
Deputy Head of School	20
Director of Education	22
Director of Research	24
Diversity, Inclusion and Wellness Officer	26
Dual Degree Coordinators	27
Employability Officer.....	29
Exam Paper Approver.....	30
Executive Committee Representatives.....	31
Experimental Lab Manager.....	32
Higher Degree by Research (HDR) Coordinator	33
Higher Degree by Research (HDR) & Master of Advanced Economics (MAE) Panel Member	36
Member of Visitors Committee.....	37
New Staff Induction Officer	38
PhD Colloquium Coordinator	39
Postgraduate Coordinator	41
Program Leaders.....	43
Program Representatives	45
Project Advisors.....	47
Research Impact Officer	48
School Leadership Team Advisor.....	49

Seminar Coordinators.....	50
Student Initiatives Advisor	51
Super Seminar Coordinator.....	52
Tutor and Peer Assisted Study Sessions (PASS) Selection Panel Officer.....	53
Undergraduate Coordinator	56
Workload Allocation Support Officer.....	58

Academic Integrity Officer

DUTY STATEMENT

The Academic Integrity Officer has three main roles.

- Provide general guidance on student academic misconduct matters to staff and students.
- Provide guidance on the conduct of preliminary investigations into cases of suspected academic misconduct for students.
- At the completion of the preliminary investigation either counsel the student or refer to an appropriate decision maker giving consideration to the nature of the allegation and the student record.
- Provide support to decision makers.

As this is a clearly defined role within the UQ academic jurisdiction any incoming Academic Integrity Officer must keep themselves fully informed of UQ policy in the area. The best source of information on the role is in the Policy and Procedures Library (PPL) <https://ppl.app.uq.edu.au/content/3.60.04-student-integrity-and-misconduct>. It is also advisable that any staff member appointed to the role undertakes the training provided to Integrity Officers by the central Student Grievance and Misconduct Unit.

In all matters the Academic Integrity Officer liaises closely with the Manager, Coursework, Students and Programs within the School who will also be able to advise on correct procedure.

Organisational Relationships

The position reports to the Deputy Head of School.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Admissions and International Partnerships Advisor

DUTY STATEMENT

Primary Purpose of Position

The Admissions and International Partnerships Advisor ('Advisor' in what follows) supports student recruitment and international partnerships activities.

The Admissions and International Partnerships Lead ('Lead' in what follows) may identify a specific division of labor in relation to the split of recruitment and international partnerships work among the Advisors and the Lead. However, it is expected that the Lead and the Advisors will deputise for and support each other in case of need.

Duties include

- Support student recruitment and international partnerships activities as managed by the BEL International Services Unit and BEL Marketing team and as directed by the Lead and the HOS.
- Engage in a specific portfolio of activities as identified by the Lead.
- Advise on student recruitment and international partnerships strategy in liaison with the Lead, the HOS, and the BEL International Services Unit.
- Where required, be a member of the panel making recommendations on School based scholarships.
- Where required, attend and contribute to some domestic and international student recruitment events and presentations.
- Where required, advise and support School representation at domestic and international recruitment events and presentations.
- Help negotiate and manage articulation arrangements and other partner collaboration activities if and as required, in collaboration with the BEL Faculty International Services Unit and the Lead.
- Any other activity related to student recruitment and international partnerships, as identified by the HOS.

The role may involve some domestic and international travel.

Organisational Relationships

The Admissions and International Partnerships Advisors report to the the Admissions and International Partnerships Lead.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Admissions and International Partnerships Lead

DUTY STATEMENT

Primary Purpose of Position

The Admissions and International Partnerships Lead ('Lead' in what follows) has a leading role in supporting student recruitment and international partnerships activities, and helps coordinate the activities of the Admissions and International Partnerships Advisors ('Advisors' in what follows).

The Lead may identify a specific division of labor in relation to the split of recruitment and international partnerships work among the Lead and the Advisors. However, it is expected that the Lead and the Advisors will deputise for and support each other in case of need.

Duties include

- Take a leading role in supporting student recruitment and international partnerships activities as managed by the BEL International Services Unit and BEL Marketing team and as directed by the HOS.
- Engage in a specific portfolio of activities as identified.
- Advise on student recruitment and international partnerships strategy in liaison with the HOS, the BEL International Services Unit and the Advisors.
- Where required, chair the panel making recommendations on School based scholarships.
- Where required, attend and contribute to some domestic and international student recruitment events and presentations.
- Advise and support School representation at domestic and international recruitment events and presentations.
- Coordinate the inputs of the Admissions and International Partnerships Advisors and liaise with the BEL International Services Unit and BEL Marketing team to provide representatives at events and presentations.
- Negotiate and manage articulation arrangements and other partner collaboration activities as required, in collaboration with the BEL Faculty International Services Unit and the Advisors.
- Any other activity related to student recruitment and international partnerships, as identified by the HOS.

The role may involve some domestic and international travel.

Organisational Relationships

The position reports to the Head of School. The Admissions and International Partnerships Advisors report to this position.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Advancement Officer

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of the Advancement Officer role is to support advancement fundraising campaigns, non-financial benefits from alumni, as well as engagement with and support of School alumni. All activities below will be in liaison with the Head of School and BEL Advancement Team as appropriate.

Duties include

- Identify and pursue opportunities for alumni and other advancement fundraising.
- Identify and pursue advancement opportunities that may be beneficial for the School in terms of mentoring and other support to student employability, in terms of research and impact, and in terms of reputation.
- Facilitate ways in which the School can reasonably help back alumni, donors and benefactors.
- Help with meetings and events involving potential donors and benefactors.
- Act as Deputy Chair of the School Advisory Board, attend Advisory Board meetings, and liaise with and deputise for the HOS as required in relation to Board meetings.
- Any other task related to advancement as assigned by the Head of School.

Organisational Relationships

The position reports to the Head of School.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

American Economic Association (AEA) Selection Panel Member

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of the AEA Selection Panel Members is to be responsible for recommending the most suitable person(s) for appointment through a recruitment and selection process associated with the AEA conference and compliant to HR processes.

Duties include

- Ensuring the selection process is undertaken in accordance with relevant University policy and procedure, and specifically according to the [American Economic Association Academic Recruitment and Selection Process guidelines](#).
- Any other duty associated to the selection process, as identified by the Head of School or the Chair of the Selection Panel.

Organisational Relationships

The positions report to the Head of School.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Behavioural and Economics Science Cluster (BESC) Director

DUTY STATEMENT

Primary Purpose of Position

The BESC Director has primary responsibility for leading BESC and ensuring that its activities are run smoothly and successfully.

Duties include

- Provide leadership to BESC.
- Manage BESC activities smoothly and successfully.
- Coordinate with the Experimental Lab Manager.
- Be cognisant of the relevant external funding landscape and of the School and University research strategy.
- Any other duty as required connected to BESC, and as advised by the Associate Dean (Research), the Head of School or the Director of Research.

Organisational Relationships

The position reports to the Director of Research, and is expected to liaise with the BEL Associate Dean (Research) and the Head of School as required.

The Experimental Lab Manager reports to this position.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Centre for Efficiency and Productivity Analysis (CEPA) Director

DUTY STATEMENT

Primary Purpose of Position

The CEPA Director has primary responsibility for leading CEPA and ensuring that it meets its KPIs and that its activities are run smoothly and successfully.

Duties include

- Provide leadership to CEPA and chair meetings of its Advisory Board.
- Achieve CEPA KPIs.
- Manage CEPA activities smoothly and successfully.
- Manage the CEPA budget.
- Prepare and submit the CEPA annual report, as well as the documentation for any review of CEPA.
- Be cognisant of the relevant external funding landscape and of the School and University research strategy.
- Any other duty as required connected to CEPA, and as advised by the Associate Dean (Research), the HOS or the Director of Research.

Organisational Relationships

The position reports to the Director of Research, and is expected to liaise with the BEL Associate Dean (Research) and the Head of School as required.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Chair of the Tutor and Peer Assisted Study Sessions (PASS) Selection Panel

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of the Chair of the Tutor and Peer Assisted Study Sessions (PASS) Selection Panel ('Chair' in what follows) is to lead on the recruitment, training and monitoring of the School's tutors and PASS leaders.

Tutor and Pass Selection Panel Officers Semester 1:

Tutors

- Chair needs to **prepare and organise the Tutor Training Day** held in February each year (with Senior Admin Officer (SAO)). The Tutor and Pass Selection Panel Officers ('Officers' in what follows) will participate in sessions. Collect feedback to evaluate effectiveness of Training Day and use to make improvements for the following year.
- **During the year**, monitor tutor evaluations at the end of each semester, speak with individual tutors falling below TEVALs below 4.0.
- **Address any concerns** that SAO may raise regarding issues related to tutors, and take issues to the Director of Education if needed.

PASS

- **Key role** is to help prepare, with the Chair, the design and facilitation of **PASS Training Day**. PASS Coordinators then facilitate sessions across the training day. Ensure feedback is collected from PASS Leaders participating in the training day to evaluate its effectiveness so as to make improvements for the following year.
- **During the year**, monitor PASS Leaders evaluations (mid semester and end of year).
- **Address any concerns** that SAO may raise regarding issues related to PASS Leaders or PASS Coordinators, and take issues to the Director of Education if needed.

Tutor and PASS Selection Panel Officers Semester 2

1. Regarding tutors:

In close consultation with the SAO the **main role** of the Officers in conjunction with the Chair is the selection, training, and monitoring of the School's Tutors and Pass leaders through:

Tutors

- Determining **the number of tutors required** at the start of October each year for the following year (taking into account the number of returning tutors, reviewing tutorial attendance rolls for large courses to ensure classes are well attended for the number of tutors appointed)
- Reviewing tutor application documents prior to advertising to ensure appropriateness
- Setting dates and monitors the tutor application process with the SAO (opening, closing, shortlisting, advise if applicant gets interview, set interview dates during mid-November)
- Planning the tutor interview process, materials that will be needed, staff that will attend sessions
- **Attending tutor interviews as Principal Interviewer** along with one other Principal Interviewer
- Reviewing a compiled list of applicant's scores with SAO to create list of successful applicants to interview
- **Providing recommended list of successful applicants from interviews to HOS** to confirm tutor casual appointments
- SAO advises successful applicants

PASS Leaders

In close consultation with the Senior Admin Officer monitor and assist with completing the same procedures as above for the **selection of PASS Leaders for the following year**, from initially determining how many leaders for each course needed through to finally confirming successful applicants with SAO.

2. Tutorial Coordinator selection for large first year courses

As and when required, organise and participate in the interview and selection process of any Tutorial Coordinators.

3. PASS Coordinator selection

As and when required, organise and participate in the interview and selection process of any PASS Coordinators. A PASS Coordinator that is leaving the position should NOT sit in on the interview or take any part in making recommendations for the position (to avoid conflicts of interest).

4. Selection of Computer Managed Learning (CML) coordinator

As and when required, organise and participate in the interview and selection process of any CML coordinators.

Organisational Relationships

The Chair reports to the Director of Education. Members of the Tutor and Pass Selection Panel report to the Chair.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Chair of Visitors Committee

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of the Chair of the Visitors Committee is to lead on matters related to the Schools visitor program.

Duties include

- Consideration of and decisions on Visitors Program application forms in accordance with the School's Visitors Policy and any additional guideline provided by the Head of School and the School Executive Committee, within the annual financial budget provided and other constraints such as space.
- To advise on ways to improve the effectiveness of the Visitors Program in supporting the School strategic plan.
- Submit a report to the Head of School and the School Executive Committee after each meeting.

Organisational Relationships

The position reports to the Head of School.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Course Credit Officer

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of the position of Course Credit Officer is to share in the course credit assessment workload with the Undergraduate Coordinator.

Duties include

Manage and approve the course credit assessment seeking advice from the relevant Program Leaders and Dual Degree Coordinators where appropriate. Requests come from:

- for UQ students on exchange at overseas institutions
- for articulation programmes with overseas institutions
- for short-term exchange programmes
- for students who have started in another institution and enrol at UQ
- for UQ students who get cross-institutional arrangement to study in another Australian university to get credit towards their UQ degree

The requests arrive to a dedicated economics undergraduate mailbox. The workload is shared approximately equally with the Undergraduate Coordinator and any other Course Credit Officer(s).

Organisational Relationships

The position reports to the Director of Education. Any unresolved issue regarding split of course credit assessment workload is decided by the Deputy Head of School.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Deputy Director of Research

DUTY STATEMENT

Deputise for the Director of Research as required.

Lead on or undertake work on discrete projects as and when directed by the Director of Research or the Head of School.

Duties

Key duties and responsibilities include supporting the Director of Research in her or his duties that include:

- Overall responsibility for strengthening the disciplinary and interdisciplinary School research environment and reputation under the direction of and in liaison with the Head of School.
- Oversight of research activities in the School.
- Oversight of HDR and research seminars activities in the School.
- Lead preparations for ERA, and support the Research Impact Officer in any future ARC Engagement and Impact Exercise or equivalent.
- Lead research and mentoring mechanisms in the School in liaison with the Head of School, and liaise with the Head of School in relation to research incentivisation.
- Lead School enhanced grant income capture, including identification of opportunities for the School. Relatedly, pro-actively identify and support large funding bids.
- Provide support for internal funding and fellowship opportunities.
- Provide research guidance and mentoring.
- Communicate Faculty and University research-related initiatives and opportunities back to the School staff as appropriate; lead on the implementation of such initiatives and facilitate actions related to such opportunities.
- Participate in the School Leadership Team meetings, School Committees and serve on Faculty and University committees, as required.

In relation to the above activities, the Deputy Director of Research can be expected to have a generic deputising duty, which extends to taking on a specific responsibility in relation to specific projects or tasks in agreement with the Director of Research and as compatible to the time allocation of this role.

Organisational Relationships

The position reports to the Director of Research.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Deputy Head of School

DUTY STATEMENT

To work with the Head of School, the School Directors and other members of the Executive, in leading and managing the School, including acting as an advocate in the School and helping in the implementation of the School and University Strategic Plans.

Duties

In addition to the duties and responsibilities included in the relevant person's substantive academic position description, the duties and responsibilities associated with the job of Deputy Head of School include, but are not limited to:

Executive

- Assist the Head, as a member of the School Executive, in implementing the School strategic plan and in assisting in the formulation of relevant sub-strategies and updates on the School strategic plan.
- Perform a range of monitoring and advisory functions to support the Head in the operational management of the School.
- Assist the Head in managing the School's finances and in the supervision of academic and administrative staff.

Academic Leadership

- Work with the Head, the School Directors and the School Executive in leading and managing the School, including chair the School Executive Committee in the Head's absence.
- Allocate duties to staff in an equitable manner to ensure effective and efficient performance of the School's education, research and service functions, where appropriate in liaison with the Head of School.
- Engage in supervision, development and mentoring of staff within the School, where appropriate in liaison with the Head of School and the School Directors.
- Advise on assessment extension and re-mark cases, and more generally advise on formal appeals and grievances by students where the Head of School is the decision maker.
- Help with and act as an advocate and as a role model for University and School strategy implementation across the School and beyond.
- Lead strategic initiatives and activities as delegated by the Head of School.
- Lead hiring activities where delegated by the Head of School.
- Lead student recruitment activities where delegated by the Head of School.
- Lead on and support collaborations with other Schools, Institutes or Centres as appropriate;
- Act as the school's decision-maker in cases of student integrity and misconduct [as per UQ Policy and Procedures Library [Policy 3.60.04](#)]

Personal profile, service and engagement

- Maintain personal academic standing and credibility, including the pursuit of research and scholarship as well as some teaching at a level commensurate to the substantive Level D or Level E position and as appropriate to the amount of time allocated for these activities
- Represent the School on Faculty and University committees and working parties, and engage with outside organisations, groups and individuals as required
- Any other duties as reasonably directed by the Head of School

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Organisational Relationships

The position reports to the Head of School.

Director of Education

DUTY STATEMENT

The Director of Education role is part of the School governance structure and will facilitate the delivery of an outstanding education environment for the School. The regular duties of the Director of Education include formal responsibilities associated to education quality assurance and improvement, student employability and student experience as well as opportunities to lead on specific strategic projects and activities connected to the education portfolio.

The role of Director of Education is a School senior position. It carries a management loading of \$10,000 p.a. and recognition in the School workload allocation model as a key service role.

Duties

Key duties and responsibilities include:

- Overall responsibility for the pursuit of excellence in education and student experience, in liaison with the Head of School and the Deputy Head of School.
- Oversight of education activities in the School, including monitoring of education quality in liaison with the Deputy Head of School and the Head of School as appropriate.
- Lead the Academic Programs, and be accountable for policy development and delivery of innovative education, including curriculum review and quality assurance, in liaison with the Head of School.
- Lead education-related mentoring mechanisms (including peer mentoring) in the School in liaison with the Head of School and the Deputy Head of School, and liaise with the Head of School in relation to support for teaching innovations.
- Lead on improving student employability and graduate employment, in liaison with the Employability Officer, and the relevant BEL team.
- Actively contributing to strengthening the School's contribution to an excellent student experience.
- Liaise with student representatives as required, and contribute to student voice empowerment.
- Provide support for internal funding and fellowship opportunities related to education, student experience and employability.
- Communicate Faculty and University education, employability and student experience related initiatives and opportunities back to the School staff as appropriate; lead on the implementation of such initiatives and facilitate action related to such opportunities.
- Chair the School Education Committee and participate in the School Leadership Team meetings, School Executive Committee and serve on other School, Faculty and University committees, as required.
- Act as School Chief Examiner, delegating duties to the Exam Paper Approvers as appropriate.
- When requested, perform the role of Acting Head of School in the Head's absence.
- Where agreed by the Head of School and consistent with the UQ delegation structure, have delegated authority equivalent to that of a Deputy Head of School.
- Perform any other relevant duties as directed by the Head of School.

- Act as sign off for any paperwork for Board of Studies which requires Head of School or delegate signature. This should be signed by the Director of Education.

Organisational Relationships

The position of Director of Education will report to the Head of School, and work with the Deputy Head of School and the Director of Education, School Manager, Executive Committee, Associate Dean (Academic), and relevant School, Faculty and University teams.

The Undergraduate and Postgraduate Coordinators, the Program Leaders and representatives for non-School managed programs, the Exam Paper Approvers, the Tutor and PASS Selection Panel Officers and the Employability Officer functionally report to the Director of Education. As part of their service contribution, other members of staff may support the Director of Education on specific projects.

The role of Director of Education is a service role and can be reallocated at any time at the discretion of the Head of School.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Director of Research

DUTY STATEMENT

The Director of Research role is part of the School governance structure and helps deliver an outstanding research environment for the School. The regular duties of the Director of Research include formal responsibilities associated with research guidance and mentoring, research outputs and income capture support, and ERA preparations as well as opportunities to lead on specific strategic projects and activities connected to the research portfolio.

The role of Director of Research is a School senior position. It carries a management loading of \$10,000 p.a. and recognition in the School workload allocation model as a key service role.

Duties

Key duties and responsibilities include:

- Overall responsibility for strengthening the disciplinary and interdisciplinary School research environment and reputation under the direction of and in liaison with the Head of School.
- Oversight of research activities in the School.
- Oversight of HDR and research seminars activities in the School.
- Lead preparations for ERA, and support in any future ARC Engagement and Impact Exercise or equivalent.
- Lead research and mentoring mechanisms in the School in liaison with the Head of School, and liaise with the Head of School in relation to research incentivisation.
- Lead School enhanced grant income capture, including identification of opportunities for the School. Relatedly, pro-actively identify and support large funding bids.
- Provide support for internal funding and fellowship opportunities.
- Provide research guidance and mentoring.
- Communicate Faculty and University research-related initiatives and opportunities back to the School staff as appropriate; lead on the implementation of such initiatives and facilitate actions related to such opportunities.
- Participate in the School Leadership Team meetings, School Committees and serve on Faculty and University committees, as required.
- When requested, perform the role of Acting Head of School in the Head's absence.
- Where agreed by the Head of School and consistent with the UQ delegation structure, have delegated authority equivalent to that of a Deputy Head of School.
- Perform any other relevant duties as directed by the Head of School.

Organisational Relationships

The position of Director of Research will report to the Head of School, and work with the Deputy Head of School and the Director of Education, School Manager, Executive Committee, Associate Dean (Research), and relevant School, Faculty and University teams.

The Deputy Director of Research, HDR Coordinator and team, the Seminars Coordinators team and the Experimental Laboratory Manager report to the Director of Research. As part of their service contribution, other members of staff may support the Director of Research on specific projects.

The role of Director of Research is a service role and can be reallocated at any time at the discretion of the Head of School.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Diversity, Inclusion and Wellness Officer

DUTY STATEMENT

To provide advice and support on matters relating to diversity and inclusion as well as staff welfare in the School.

Duties include

- Act as an advocate for diversity and inclusion within the School.
- Advise on actions that may be taken in the context of improved diversity and inclusion in the School, e.g. gender diversity and the Reconciliation Action Plan.
- Engage in initiatives to improve gender balance in student recruitment.
- Advise on actions to improve staff wellness, in liaison with the Faculty Health, Safety and Wellness Manager and School staff as required.
- Provide a point of support for/feedback from staff and students on diversity, inclusion and wellness matters.
- Perform any other relevant duties as directed by the Head of School.

Organisational Relationships

The position of Diversity, Inclusion and Wellness Officer will report to the Deputy Head of School, and requires liaison with the Faculty Health, Safety and Wellness Manager Health, the School Leadership Team, the Admissions and International Partnerships Lead, and relevant School, Faculty and University teams, such as the UQ Cultural Inclusion Council.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Dual Degree Coordinators

DUTY STATEMENT

Primary Purpose of Position

The primary role of the Dual Degree Coordinators is to support the student learning experience on the dual degrees, and, where and if required, to act as a representative for a dual degree or degrees.

Duties

Duties and responsibilities include, but are not limited to:

Monitoring and supporting the student learning experience

- Through being part of review teams of SECaTs, the AUSSE, the CEQ and the Graduate Destination survey outcomes; assisting with course advice for enrolled students in coordination with the professional team; assisting with careers advice associated with the program and its potential graduate outcomes; including (for undergraduate students) Honours and further studies options.
- Generally supporting student welfare in the program through being available regularly for student advising, assisting with induction, and other program activities, as appropriate.

Dealing with external stakeholders/other responsibilities

- Liaison with external stakeholders, including professional associations, potential employers of graduates, graduates and alumni, secondary schools, and accreditation and registration authorities

where appropriate; ensuring the program is accurately and effectively promoted in University materials (e.g. websites) and attending relevant University events (e.g. Orientation and Open Day).

- Any other relevant duties as indicated by the Head of School or the Director of Education.

Organisational Relationships

The position reports to the Undergraduate Coordinator, and sits within the Director of Education team.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Employability Officer

DUTY STATEMENT

The Employability Officer will take a lead role in initiatives to improve the employability and the graduate employment outcomes of Economics students.

Duties include

- Liaising with the Director of Education, HOS and BEL SET team as required, lead on initiatives to improve the provision of quality employability experiences and graduate outcomes for Economics students.
- To liaise and work with the BEL Faculty, especially BEL SET and Advancement, and with relevant student societies, including the Student Staff Liaison Committee regarding employability matters related to the School.
- To liaise and work with relevant organisations within UQ, especially UQ Student Employability Centre regarding employability matters related to the School.
- To assist with course and program design regarding employability matters if required.
- To act as course coordinator for any work integrated learning courses in programs administered by the School of Economics, as required.
- To sit on the Education Committee and the Student Staff Liaison Committee to represent and advocate student employability related as required.
- To advise on program reviews on employability related matters as required.
- To work on discrete projects as required by the HOS on employability related matters.

Organisational Relationships

The position reports to the Head of School, and is also expected to work closely with the Director of Education.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Exam Paper Approver

DUTY STATEMENT

Primary Purpose of Position

The School's Exam Paper Approver (EPA) is delegated the responsibility of ensuring that all the School's Final Exam papers are in line with University/BEL Faculty/School policies and are error free.

Duties include

- The EPA will check for exam paper errors and anomalies, incorrect wording, consistency of the exam paper layout, along with the content coverage as outlined in the Course Profile (to the extent that the EPA has expertise in the discipline area to do so).
- The EPA cannot assume that the exam paper Reviewer (a designated discipline expert) has already thoroughly checked and identified all errors on the exam paper.
- The EPA should check for compliance with the relevant policy and procedures in the Policy and Procedure Library (PPL).

Other Duties

- Responsibility for maintaining the checklists, used by the exam paper Reviewer and Course Coordinator, for checking Final Exam papers.
- Ensuring the EPA's decisions are documented in writing.
- Providing relevant guidance on exam paper matters to Course Coordinators as required.
- Making proposals, as and when needed, that will enhance the School's internal exam checking process to the Director of Education and Head of School.

Organisational Relationships

The position reports to the Director of Education.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Executive Committee Representatives

DUTY STATEMENT

The Executive Committee Representatives ('reps' in what follows) will prepare for and attend all School Executive Committee meetings wherever possible.

Reps are welcome to state their personal views; it is also the responsibility of each rep to represent the views and interests of the academic level at which they are appointed to any discussions at the Executive Committee.

The reps may also be selected by the Head of School to contribute to working groups or *ad hoc* strategic discussions and initiatives on behalf of the School Executive Committee.

Organisational Relationships

The position reports to the Head of School.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Experimental Lab Manager

DUTY STATEMENT

Primary Purpose of Position

The Experimental Lab Manager will be responsible for managing all aspects of the experimental laboratory.

Duties include

- Ensure that the experimental laboratory is fully functional and operational for the conduct of experimental economics research, liaising with the Senior Operations Manager, other School staff, and the BEL Facilities and Operations Manager as required.
- Have joint responsibility for booking requests with relevant member of professional staff.
- Have responsibility for recruitment to the experimental subject pool and for list maintenance.
- Provide updates on the software requirements for the laboratory, and any other updates about IT requirements.
- Provide relevant guidance to users with respect to laboratory use, including sample ethical application material for standard economic experiments.
- Any other duties associated to behavioural and experimental research within SOE, as identified by the Director of Research or Head of School.

Organisational Relationships

The Experimental Lab Manager reports to the BESC Director.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Higher Degree by Research (HDR) Coordinator

DUTY STATEMENT

Primary Purpose of Position

The HDR Coordinator has primary responsibility for a successful and smooth running Higher Degrees by Research program, in coordination with the Graduate School.

Duties include

General Operational Matters of HDR Program

- To lead the development of and ensure the smooth running of a dual-entry-pathway Higher Degrees by Research program in Economics in consultation with the Director of Research and Head of School.
- To present proposed changes to the MAE, MPhil and PhD programs to the Director of Research and Head of School for initial consideration.
- To attend the Faculty HDR Committee.
- To keep up to date with Graduate School policies and emerging issues in higher degree programs, for example by attending training sessions for HDR coordinator, reading Graduate School newsletters, and liaising with the SoE/Graduate School HDR Liaison Officer.
- To keep the Head of School and Director of Research informed of issues identified in the operation of the MAE, MPhil and PhD programs and consult with them about potential solutions.
- If and as agreed by the Head of School and Director of Research, to ensure that the School of Economics sends at least one PhD student to the annual conference of Australian economics PhD students, and chair the selection committee that decides who represents the School at the conference.
- If and as agreed by the Head of School and Director of Research, to ensure that the School of Economics gets to host the annual economics PhDs conference from time to time and to play a lead role in organising and running the conference on these occasions (and liaising with the School's external relations staff in the organising process).

HDR Students Selection and Entry

- To support initiatives that help increase the number of quality PhD students.
- To respond to academic inquiries from potential applicants to the HDR programs.
- To advise potential students, after consulting with prospective advisors, regarding the entry pathway through which they should apply.
- To ensure that all appropriate potential advisors are made aware of prospective students who make inquiries through the Coordinator.

- To chair the SoE's selection committee for recommending/ranking applicants for scholarships and entry to the Master of Advanced Economics and MPhil and PhD programs.
- To participate, as necessary, in (Zoom/Skype) interviews that potential advisors have with potential students.
- To liaise, as necessary, with HDR coordinators in other Schools regarding potential or current students with interdisciplinary research topics.

HDR Students Support

- To host induction and other gatherings of MAE, MPhil and PhD students.
- To provide, as required, mentoring and support to HDR students in relation to their studies and/or career development.
- To develop and maintain an up to date handbook of key information for HDR students in Economics.
- To liaise with the coordinator of the PhD Colloquium about the assignment of papers to students and the quality of the students' presentation (since this may have significance in relation to students' choices of research topics and suitability for confirmation).
- To arrange assessors for confirmation, mid-term and thesis review milestones to the extent such assessors are required and to ensure that the allocation of such assessor roles is appropriate given both workload considerations and the career development needs of members of academic staff.
- To ensure that advisory teams for research projects are appropriate for the needs of the student as well as appropriate to the career development needs of members of academic staff, supporting the spread of supervisory loads.
- To chair confirmation, mid-term and thesis review milestone sessions and ensure that students are provided with adequate feedback and a record of sections of those sessions in which the student was present.
- To maximise completion rates within 4 years; maximise employment outcomes of PhD students.
- Provide support and advice for students in HR related matters such as leave, travel, and use of student HDR funds.

Organisational Relationships

The position reports to the Director of Research. The PhD Colloquium Coordinator and HDR & MAE Panel Members report to this position.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Higher Degree by Research (HDR) & Master of Advanced Economics (MAE) Panel Member

DUTY STATEMENT

Duties include

- Participate in the selection of HDR and MAE students at the School.
- Be involved in the milestone, teaching and colloquium provisions for the HDR students within the School of Economics.
- May also be assigned further tasks related to the HDR program by the HDR Coordinator, the Director of Research or the Head of School, or as determined by the School in the light of changes in the program.

Organisational Relationships

The position reports to the HDR Coordinator.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Member of Visitors Committee

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of the Chair of the Visitors Committee is to assist the Chair of the Committee with matters related to the Schools visitor program.

Duties include

- Consideration of and decisions on Visitors Program application forms in accordance with the School's Visitors Policy and any additional guideline provided by the Head of School and the School Executive Committee, within the annual financial budget provided and other constraints such as space.
- To advise on ways to improve the effectiveness of the Visitors Program in supporting the School strategic plan.

Organisational Relationships

The position reports to Chair of the Visitors Committee.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

New Staff Induction Officer

DUTY STATEMENT

Primary Purpose of Position

The New Staff Induction Officer is responsible for coordinating new academic staff induction.

Duties include

- Advising on helpful induction for new academic staff.
- Welcoming academic staff and providing a point of contact for initial queries.
- Organising new academic staff induction in coordination with the School Manager and in liaison with the School Leadership Team.

Organisational Relationships

The position reports to the Head of School.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

PhD Colloquium Coordinator

DUTY STATEMENT

The PhD Colloquium Coordinator is responsible for ensuring the smooth and successful running of the PhD Colloquium and the quality of colloquium training for the PhD for the School.

Duties include

The PhD Colloquium Coordinator organises the colloquium, including:

- Arranging the time and venue in collaboration with the School Operations Officer.
- Ensuring the details of upcoming student presentations are communicated to all staff.
- Arranging the PhD colloquium program, encouraging a broad disciplinary coverage (economic theory, econometrics & applied economics).
- Keeping track of the schedule.
- Attending and commenting on all presentations.

A standard provision for the PhD Colloquium each year would normally include the following:

- Each first year HDR student will be given the opportunity to make at least one presentation of recent papers of outside researchers that are thought to be high quality and possible springboards for thesis research.
- If there are available slots, others may also make presentations as deemed appropriate by the PhD Colloquium Coordinator. Priority will be given to HDR students at any level; then to early career academics; and lastly to other staff.
- Coordination will be required with the Seminar Super-Coordinator to avoid clashes with seminars.
- PhD Colloquiums will be advertised as soon as possible to help maximise attendance.

Organisational Relationships

The position reports to the HDR Coordinator.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Postgraduate Coordinator

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of the position of the Postgraduate Coordinator is to ensure the smooth running of the postgraduate programs at the School.

Duties include

- Approve non-scheduled electives and in conjunction with the Postgraduate Advisors maintain a preapproved list.
- Make decisions on admission to programs where issues of work experience equivalence or previous qualifications need to be made.
- Provide program information prior to enrolment for future students – in conjunction with the subject specialist or appropriate program leader.
- Provide course equivalency assessment for credit transfer decisions.
- Act as Course Coordinator for ECON7930/31/32.
- Appoint examiners for coursework masters theses (e.g. ECON7930/31/32).
- Assist students with supervisor allocations for ECON7930/31/32.
- Provide conflict resolution assistance to students and supervisors prior to any formal processes being instigated.

Education Committee member

The Postgraduate Coordinator will participate in the Education Committee, providing advice and working on discrete projects as requested by the Director of Education or Head of School. In particular the role will include, in conjunction with the relevant Program Leader:

- Flag course profiles that are not informative enough.
- Flag any detected overlaps and inconsistency in our programme.
- Flag any drastic change in contents or level.
- Identify gaps and initiate discussions around new courses, as well as identify opportunities for course closures.
- Initiate new policy and procedures as necessary.

Programme review committees

The Postgraduate Coordinator will help with, and may be asked to coordinate by the Director of Education or Head of School, postgraduate program reviews for postgraduate programs managed by the School. This will be in conjunction with the relevant Program Leaders.

Student advising

The Postgraduate Coordinator will help postgraduate Program Leaders in giving academic advice and support to students on our courses; this may include:

- Attend and present at orientation in semester 1 and 2 and coordinate the attendance of the Program Leaders at this event.
- Attend and present at the UQ Postgrad Advice Night and/or other online events in conjunction with the Postgraduate Advisors.

Coordination of the Program Leaders

The Postgraduate Coordinator will manage the postgraduate Program Leaders and their contribution to the Education Committee and student support. The Postgraduate Coordinator will coordinate the attendance of postgraduate Program Leaders at the UQ Postgrad Advice Night and/or other online events in conjunction with the Postgraduate Advisors.

Organisational Relationships

The position reports to the Director of Education.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Program Leaders

DUTY STATEMENT

Primary Purpose of Position

The primary role of the Program Leaders is to ensure the teaching programs of the School are maintained to a high level of quality. The Head of School entrusts the Program Leaders with the responsibility of promoting their respective programs. More specifically, the <insert> Program Leader will oversee the implementation of School policies with respect to the assurance of teaching and learning outcomes, and play a lead role in the review and development of course and program content for the <insert> Program.

Duties

Duties and responsibilities include, but are not limited to:

Management and administration of the program

- Liaison with course coordinators, other program coordinators, Dual Degree Coordinators, the Head(s) of School(s), the Director of Education, the relevant Undergraduate or Postgraduate Coordinator, and the Faculty team where appropriate, including taking part in program level or course level review committees as needed; ensuring the quality of the program and its constituent courses through oversight of curriculum, assessment, and pedagogy for the program and its constituent courses (including review of course profiles), especially in relation to program coherence, academic standards and graduate attributes, and reporting on the program at the School's Education Committee meetings and other meetings when appropriate; providing oversight of course offerings and timetabling to ensure student progression in liaison with the professional team and Undergraduate or Postgraduate Coordinator as appropriate.
- Alignment of the program and its constituent courses with Faculty and University policies and strategic objectives (e.g., employability, internationalisation of the curriculum, the incorporation of flexible learning options, and the recognition of indigenous knowledge); participating in periodic evaluation, under the [PPL 3.30.05 Academic Program Review](#), of the program.
- Assisting the relevant Undergraduate or Postgraduate Coordinator (or appropriate deputy in the absence of each or both) in administrative decisions concerning course recognition of exchange/study-abroad applications and the granting of credit for courses studied elsewhere.

Monitoring and supporting the student learning experience

- Through being part of review teams of SECaTs, the AUSSE, the CEQ and the Graduate Destination survey outcomes; assisting with course advice for enrolled students in coordination with the professional team; assisting with careers advice associated with the program and its potential graduate outcomes; including (for undergraduate students) Honours and further studies options.
- Generally supporting student welfare in the program through being available regularly for student advising, assisting with induction, and other program activities, as appropriate.

Dealing with external stakeholders/other responsibilities

- Liaison with external stakeholders, including professional associations, potential employers of graduates, graduates and alumni, secondary schools, and accreditation and registration authorities

where appropriate; ensuring the program is accurately and effectively promoted in University materials (e.g., websites) and attending relevant University events (e.g., Orientation and Open Day).

- Any other relevant duties as indicated by the Head of School or the Director of Education.

Organisational Relationships

The position reports to the Undergraduate or Postgraduate Coordinator as appropriate, and sits within the Director of Education team.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Program Representatives

DUTY STATEMENT

Primary Purpose of Position

The primary role of the Program Representatives ('Reps' in what follows) is to ensure the teaching programs that the School contributes to are maintained to a high level of quality. The Head of School entrusts the Program Reps with the responsibility of promoting their respective programs. More specifically, the <insert> Program Reps will oversee the implementation of School policies with respect to the assurance of teaching and learning outcomes, and contribute to the review and development of course and program content for the <insert> Program. The Program Rep is a member of academic staff and expected to maintain a teaching and research or teaching focused portfolio appropriate to the individual level of appointment.

Duties

Duties and responsibilities include, but are not limited to:

Management and administration of the program

- Liaison with course coordinators, other program coordinators, the Head(s) of School(s), the Director of Education, the relevant Undergraduate or Postgraduate Coordinator, and the Faculty team where appropriate, including taking part in program level or course level review committees as needed; ensuring the quality of the program and its constituent courses through oversight of curriculum, assessment, and pedagogy for the program and its constituent courses, especially in relation to program coherence, academic standards and graduate attributes, and reporting on the program at the School's Education Committee meetings and other meetings when appropriate.
- Supporting as required the alignment of the program and its constituent courses with Faculty and University policies and strategic objectives (e.g., employability, internationalisation of the curriculum, the incorporation of flexible learning options, and the recognition of indigenous knowledge); participating in periodic evaluation, under the PPL 3.30.05 Academic Program Review, of the program.
- Assisting the relevant Undergraduate or Postgraduate Coordinator (or appropriate deputy in the absence of each or both) in administrative decisions concerning course recognition of exchange/study-abroad applications and the granting of credit for courses studied elsewhere.

Monitoring and supporting the student learning experience

- As required, through being part of review teams of SECaTs, the AUSSE, the CEQ and the Graduate Destination survey outcomes; assisting with course advice for enrolled students in coordination with

the professional team; assisting with careers advice associated with the program and its potential graduate outcomes; including (for undergraduate students) Honours and further studies options.

- As required, generally supporting student welfare in the program through being available regularly for student advising, assisting with induction, and other program activities, as appropriate.

Dealing with external stakeholders/other responsibilities

- Liaison with the academic unit that leads on the program as applicable and if applicable liaise with any other academic unit contributing to the program; ensure that the economics part of the program is accurately and effectively promoted in University materials (e.g. websites) and attending relevant University events (e.g. Orientation and Open Day).
- Any other relevant duties as indicated by the Head of School or the Director of Education.

Organisational Relationships

The position reports to the Undergraduate or Postgraduate Coordinator as appropriate, and sits within the Director of Education team.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Project Advisors

DUTY STATEMENT

The Project Advisors are a resource for the Head of School to call on to work on discrete projects for the School.

Duties include

- Working on discrete projects as required by the Head of School, Deputy Head of School or one of the School Directors. The allocation of projects will be determined according to workloads and the School workload policy.

Organisational Relationships

The position reports to the Head of School.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Research Impact Officer

DUTY STATEMENT

The Research Impact Officer role is to encourage a culture of non-academic research impact ('research impact' in what follows) in the School as well as to help lead preparations for ARC Engagement and Impact Exercises.

Duties include

- Raise awareness and knowledge and provide guidance and mentoring in relation to research impact issues within the School, and develop relevant expertise.
- Help lead the implementation of the School/Faculty research impact strategy.
- Help develop impact studies and the narratives for submission in ARC Engagement and Impact Exercises.
- Work with the UQ Liaison Librarian to advise academic staff on updating the UQ Impact Tracker System.
- Help administer internal funding process to support research impact studies development.
- Attend and contribute to appropriate School/Faculty/University forums/committees related to research impact, and where relevant attend external events to gather knowledge relevant to the School in relation to its research impact strategy.

Organisational Relationships

The position of Research Impact Officer reports to the Director of Research. It requires liaison with the Director of Research, the Deputy Director of Research, other School staff as appropriate; as well as liaison with the Faculty Associate Dean (Research) and other staff in the Faculty and University.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

School Leadership Team Advisor

DUTY STATEMENT

The School Leadership Team Advisor provides advice to the Head of School and other members of the School Leadership Team. The position will normally be held by an academically senior member of the School.

Duties include

- Attending meetings of the School Leadership team.
- Providing advice to the HOS and other members of the School Leadership Team when requested.
- Acting Head of School if required and available.

Organisational Relationships

The position reports to the Head of School.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Seminar Coordinators

DUTY STATEMENT

Primary Purpose of Position

The Seminar Coordinators will liaise with the School Operations Officer and the Seminar Super Coordinator to organise and coordinate seminars in the School in their defined subject area.

Duties include

- Arrange a seminar program in their defined subject area.
- Ensure that a list of seminars for the semester is advertised at the beginning of each semester (via email and online). Any changes will be communicated as early as possible thereafter.
- Ensure that the seminar series has the maximum positive impact on the School reputation and research environment within the context of the School strategy.
- Work with the other Seminar Coordinators to ensure there are no timetabling clashes, or over capacity for weekly schedules for seminars. This is managed through a shared file/Dropbox.
- Work with the Operations Officer and the Seminar Super Coordinator to ensure that seminar visits are kept within budget guidelines.

Organisational Relationships

The Seminar Coordinators report to the Super Seminar Coordinator.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Student Initiatives Advisor

DUTY STATEMENT

The Student Initiatives Advisor is a resource for the Director of Education to call on to work on discrete projects in relation to her or his brief.

Duties include

- Working on discrete projects as required by the Director of Education. The allocation of projects will be determined according to workloads and the School workload policy.

Organisational Relationships

The position reports to the Director of Education.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Super Seminar Coordinator

DUTY STATEMENT

Primary Purpose of Position

The Super Seminar Coordinator will liaise with the individual seminar coordinators and the Operations Officer to ensure the successful and smooth running of the School Seminar program.

Duties include

- Have the primary responsibility to ensure that the seminar series has the maximum positive impact on the School reputation and research environment within the context of the School strategy.
- Have a lead role in reviewing the School seminar organisation structure and strategy, making proposals to the Director of Research and HOS as required.
- Ensure fair allocation of resources between different seminar series.
- Adjudicate on situations of date and resource conflict among Seminar Coordinators.
- Coordinate with the PhD Colloquium Coordinator to avoid timeslot clashes.
- Ensure the total spend for the School remains within budget.
- Ensure that all Seminar Coordinators understand and abide by the BEL Hospitality Policy regarding seminars.
- In conjunction with the Operations Officer, prepare a report at the end of each year on the number and subjects of seminars, including any recommendations for future years.
- Be a member of the Visitors Committee.

Organisational Relationships

The position reports to the Director of Research. The Seminar Coordinators report to this position.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Tutor and Peer Assisted Study Sessions (PASS) Selection Panel Officer

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of the position is to assist the Chair of the Tutor and Peer Assisted Study Sessions (PASS) Selection panel with the recruitment, training and monitoring of the School's tutors and PASS leaders.

Tutor and PASS Selection Panel Officers Semester 1:

Tutors

- Chair needs to **prepare and organise the Tutor Training Day** held in February each year (with Senior Admin Officer (SAO)). The Tutor and Pass Selection Panel Officers ('Officers' in what follows) will participate in sessions. Collect feedback to evaluate effectiveness of Training Day and use to make improvements for the following year.
- **During the year**, monitor tutor evaluations at the end of each semester, speak with individual tutors falling below TEVALs below 4.0.

PASS

- **Key role** is to help prepare, with the Chair, the design and facilitation of **PASS Training Day**. PASS Coordinators then facilitate sessions across the training day. Ensure feedback is collected from PASS Leaders participating in the training day to evaluate its effectiveness so as to make improvements for the following year.
- **During the year**, monitor PASS Leaders evaluations (mid semester and end of year).
- **Address any concerns** that SAO may raise regarding issues related to PASS Leaders or PASS Coordinators, and take issues to the Director of Education if needed.

Tutor and PASS Selection Panel Officers Semester 2

1. Regarding tutors:

In close consultation with the SAO the **main role** of the Officers in conjunction with the Chair is the selection, training, and monitoring of the School's Tutors and PASS leaders through:

Tutors

- Determining **the number of tutors required** at the start of October each year for the following year (taking into account the number of returning tutors, reviewing tutorial

attendance rolls for large courses to ensure classes are well attended for the number of tutors appointed).

- Reviewing tutor application documents prior to advertising to ensure appropriateness.
- Setting dates and monitors the tutor application process with the SAO (opening, closing, shortlisting, advise if applicant gets interview, set interview dates during mid-November).
- Planning the tutor interview process, materials that will be needed, staff that will attend sessions.
- **Attending tutor interviews as Principal Interviewer** along with one other Principal Interviewer.
- Reviewing a compiled list of applicant's scores with SAO to create list of successful applicants to interview.
- **Providing recommended list of successful applicants from interviews to HOS** to confirm tutor casual appointments.
- SAO advises successful applicants.

PASS Leaders

In close consultation with the Senior Admin Officer monitor and assist with completing the same procedures as above for the **selection of PASS Leaders for the following year**, from initially determining how many leaders for each course needed through to finally confirming successful applicants with SAO.

2. Tutorial Coordinator selection for large first year courses

As and when required, organise and participate in the interview and selection process of any Tutorial Coordinators.

3. PASS Coordinator selection

As and when required, organise and participate in the interview and selection process of any PASS Coordinators. A PASS Coordinator that is leaving the position should NOT sit in on the interview or take any part in making recommendations for the position (to avoid conflicts of interest).

4. Selection of Computer Managed Learning (CML) coordinator

As and when required, organise and participate in the interview and selection process of any CML coordinators.

Organisational Relationships

The Tutor and PASS Selection Panel Officers report to the Chair.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Undergraduate Coordinator

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of the position of Undergraduate Coordinator is to ensure the smooth running of the undergraduate programs at the School, and to support the quality assurance and improvement of undergraduate programs.

Duties include

Course credit assessment

Manage and approve the course credit assessment seeking advice from the relevant Course Coordinators where appropriate. Requests come from:

- for UQ students on exchange at overseas institutions
- for articulation programmes with overseas institutions
- for short-term exchange programmes
- for students who have started in another institution and enrol at UQ
- for UQ students who get cross-institutional arrangement to study in another Australian university to get credit towards their UQ degree

The requests arrive to a dedicated economics undergraduate mailbox. The workload is shared approximately equally with any Course Credit Officer.

Education Committee member

The Undergraduate Coordinator will participate in the Education Committee, providing advice and working on discrete projects as requested by the Director of Education or HOS. In particular the role will include, in conjunction with the relevant Program Leader and Dual Degree Coordinators:

- Flag course profiles that are not informative enough.
- Flag any detected overlaps and inconsistency in our programme.
- Flag any drastic change in contents or level.
- Identify gaps and initiate discussions around new courses, as well as identify opportunities for course closures.
- Initiate new policy and procedures as necessary.

Programme review committees

The Undergraduate Coordinator will help with, and may be asked to coordinate by the Director of Education or HOS, undergraduate program reviews for undergraduate programs managed by the School. This will be in conjunction with the relevant Program Leaders and Dual Degree Coordinators.

The Undergraduate Coordinator will help with, and may be asked to coordinate by the Director of Education or HOS, the School submissions to programmes where we teach (BAFE etc.) in conjunction with the relevant Program Reps.

Student advising

The Undergraduate Coordinator will help undergraduate Program Leaders and Dual Degree Coordinators in giving academic advice and support to students on our courses; this may include:

- Face-to-face consultations, both scheduled (week 1 and 2 of semester 1 and 2) or by appointment.
- During events: BELfest (August), Webfair (November), Open Day (UQ), UQES subject fair.

Coordination of the Program Leaders

The Undergraduate Coordinator will manage the undergraduate Program Leaders and Dual Degree Coordinators and their contribution to the Education Committee and student support. The Undergraduate Coordinator will coordinate the attendance of undergraduate Program Leaders and Dual Degree Coordinators at UQ Orientation, Open Day, Schools Day and other student engagement events.

Organisational Relationships

The position reports to the Director of Education. Any unresolved issue regarding split of course credit assessment workload is decided by the Deputy Head of School.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Workload Allocation Support Officer

DUTY STATEMENT

The Workload Allocation Support Officer will assist the Head of School and the Deputy Head of School in relation to workload allocation matters.

Duties include

- Advise on revisions to the workload allocation model;
- Revise the workload allocation spreadsheet tool as required to ensure compliance with the workload allocation model;
- Advise on changes in the workload allocation if requested;
- Any other duty related to the workload allocation as advised by the Head of School or Deputy Head of School.

Organisational Relationships

The position reports to the Deputy Head of School.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- the [University's Code of Conduct](#)
- requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
- the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
- requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University